

2015 Exhibitor Application

Newport Oregon's

Home &

Garden Show

May 15, 16, & 17th

Friday 4pm-8pm, Saturday 9am-6pm

Sunday 10am -4pm

Newport Recreation Center

225 SE Avery Street

Newport, Oregon 97365

541-265-7783

Presented by the

City of Newport Parks & Recreation Department

Showcase your business!

Deadline for application is May 1st

2015 Newport Home & Garden Show

May 15, 16, & 17th, 2015

Exhibitor Application

The following is only an application to the 2015 Newport Home & Garden Show. There will be a contract mailed to you upon the acceptance of your application. Please read each page and return with your check or credit card number no later than May 1st. Please be sure to keep a copy for your records. Checks will be cashed and credit cards will be processed on the Exhibitor selection date of May 4th. Checks will be returned to applicants not selected to participate.

Exhibitor/Business

Name _____

Contact
Person _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

E-mail _____

Exhibitor Type: (Home Improvement/yard maintenance/Other-Description)

Exhibitors; All applicants are encouraged to include pictures of items to be sold to minimize the duplication of products offered. Please provide a description of your products or service. Selection of applicants will be made to minimize duplication of similar products.

Food Vendors; Service of food at this event **requires a temporary Lincoln County Health Department License.** We would like to offer an exclusive food vendor the opportunity to serve this show.

What is Offered

A booth (approximately 9'-10'x10') will include backdrop of Pipe and Drape approximately 6ft. high and sides of Pipe and Drape at 3 ft. high.

LIMITED Electricity is available (110 amps) on a first come, first served basis. Please specify electrical needs in this application. Not all electrical requirements may be met.

Exhibitor Parking— Exhibitors are asked to park along the streets nearby the event at the Recreation Center or at the public parking lot located at 9th Street and Hurbert. Parking for attendees is located in the City Hall, Senior Center and Recreation Center parking lots. No overnight parking is allowed. For RV parking or Hotel information, please refer to www.discovernewport.com, or www.newportchamber.org

Request of Booth Type Preference (Not guaranteed, but every attempt will be made).

Standard Booth @ \$395. (each booth space) _____

Corner Booth @ \$495. (each booth space, limited space available) _____

Multi-Booth discount is 10% _____

*If your specific request cannot be met, we will refund or credit of the difference.

TOTAL DUE WITH APPLICATION _____

Please make check payable to “City of Newport” or complete the attached Confidential Credit Card Billing form

Send application and payment to:
City of Newport Parks & Recreation
169 SW Coast Hwy
Newport, OR 97365

Applications will be reviewed in the order in which we receive them.

REFUNDS/Cancellations: To receive a full refund, a cancellation request must be received by the City in writing within ten days after the City receives your contract. There will be a 50% charge for booth cancellation by an Exhibitor after April 15th. Exhibitors who cancel their booth after May 1st will not receive a refund.

Remember, the deadline for completed application and payment is May 1st. Exhibitor selection will occur on May 4th. Checks and credit cards of successful applicants will be processed on May 4th. Checks of those not selected will be returned promptly.

CONFIDENTIAL

CREDIT CARD BILLING FORM

Newport's Home & Garden Show

Please complete this form if you wish to make you payment on a Credit Card.

Exhibitor/Business Name_____

Contact Person_____

Credit Card Billing Information (this must be the same as it appears on your Billing Statement)

Name_____

Address_____

City, State, Zip_____

Phone_____ Fax_____

E-mail_____

Credit Card Type: Discover Card_____ Visa_____ Master Card_____

Credit Card Number:_____

Expiration Date:_____ Authorized Amount:_____

All Newport Home & Garden Show payments are processed through the City of Newport. I AUTHORIZE The City of Newport To CHARGE MY ABOVE CREDIT CARD FOR SERVICES RENDERED. Your Credit Card will not be billed until your application has been selected to participate in the 2015 Home & Garden Show. ***If your credit card is declined at time of application acceptance, your application will be declined.**

Authorized Signature_____

Date_____

Please mail, e-mail, or fax this form with your Exhibitor Application. Thank you.

City of Newport Parks & Recreation

169 SW Coast Hwy, Newport OR, 97365

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FAX: 541.574.6596